

BSO Tutorial for Tax Year 2013



W-2 Online

Contains the following lessons:

- [Lesson 1: Create/Resume Forms W-2 Online](#)
- [Lesson 2: Download Submitted Reports](#)
- [Appendix: Other Pages](#)

LESSON 1: CREATE/RESUME FORMS W-2 ONLINE

Follow the instructions below to create up to fifty reports with fifty Forms W-2 in each report.

STEP 1: Select **Business & Government** tab on the “Social Security” home page, then select **Business Services** menu to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “Business Services Online” page at:

<http://www.socialsecurity.gov/bso/bsowelcome.htm>

The screenshot shows the Social Security Administration's Business Services Online (BSO) welcome page. At the top, there is a header with the Social Security logo and the text 'The Official Website of the U.S. Social Security Administration'. To the right of the header, there are links for 'Skip to content', 'Español', 'Other languages', 'Accessibility Help', 'Sign In to my Social Security', 'FAQs', 'Contact Us', and social media icons for Facebook, Twitter, and YouTube. Below the header is a search bar. The main content area has a navigation bar with 'Home' and 'Business Services Online' tabs. Under the 'Business Services Online' tab, there is a 'Welcome' section with a paragraph explaining the service and a link to 'Complete Phone Registration'. To the right of the welcome text is a 'Business Services Online' box with 'Log In', 'Register', and 'Complete Phone Registration' buttons. Below this box is a 'Business Services Online (BSO)' section with 'Hours of Operation' (Monday-Friday: 5 AM - 11 AM ET, Saturday: 5 AM - 11 PM ET, Sunday: 8 AM - 11:30 PM ET) and a list of services: 'For Employers', 'For Attorneys & Appointed Representatives', 'Social Security Number Verification Services (SSNVS)', and 'Consent Based Social Security Number Verification Service (CBSV)'. At the bottom, there is a footer with links for 'Home', 'Policy', 'Related Websites', and 'Organizational Info'.

Home Business Services Online

Business Services Online

Welcome

The Business Services Online Suite of Services allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

Business Services Online

Log In

Register

Complete Phone Registration

Business Services Online (BSO)

Hours of Operation

Monday - Friday: 5 AM - 11 AM ET

Saturday: 5 AM - 11 PM ET

Sunday: 8 AM - 11:30 PM ET

For Employers

For Attorneys & Appointed Representatives

Social Security Number Verification Services (SSNVS)

Consent Based Social Security Number Verification Service (CBSV)

Home

English

Español

Other Languages

Policy

FOIA

No FEAR

Privacy

Web Accessibility

Website Policies

Related Websites

USA.gov

Benefits.gov

MyMoney.gov

Regulations.gov

Other Government Websites

Organizational Info

Site Map

About Us

Last reviewed or modified 02/19/2013

STEP 2: Select the **Log In** button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

HELP

Log In to Online Services

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

For your security, please log out of the application and close all Internet windows when you are finished.

New User?

You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone](#) or [paper form](#) and need to create a password?

Existing User?

Please log in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☒ I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation


HELP

STEP 3: Enter your User ID and Password.


STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the BSO “[Main Menu](#)” page.

To return to the “[Business Services Online](#)” page, select the **BSO Welcome** link at the top or bottom of the page.

<div> <div>Social Security Online</div> <div>www.socialsecurity.gov</div> </div> <div> <div>Business Services Online</div> <div>BSO Main Menu BSO Information Contact Us Keyboard Navigation</div> </div>	
<div>  <div>Main Menu</div> <div>HELP</div> </div> <div> <div>MAC REQUEST</div> <div>Logout</div> </div> <div> <div>Manage Account</div> <ul style="list-style-type: none"> View / Edit Account Info Change Password Disable Account </div> <div> <div>Manage Services</div> <ul style="list-style-type: none"> View / Edit Services Request New Services View Pending Services Enter Activation Code(s) </div> <div> <div>Manage Employer Information</div> <ul style="list-style-type: none"> Add/Update Employer Information Remove Employer Information </div> <div> <div>Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</div> </div>	<div>Welcome, MAC REQUEST</div> <div>Your password expires on May 05, 2099</div> <div> <div>Report Wages To Social Security</div> <div>Submit, download and print W-2s and W-2cs</div> <div>View submission status, errors and error notices for wage reports submitted by or for your company</div> <div>Request an extension to resubmit a wage file</div> </div> <div> <div>Web Service</div> <div>With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.</div> </div> <div> <div>The EWR Web Service includes operations to submit wage files (in an EFW2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.</div> </div> <div> <div>Internet Representative Payee Accounting (IRPA)</div> <div>File a Form SSA-623, SSA-6230, or SSA-6234 Representative Payee Reports electronically</div> <div>Submit and print representative payee accounting forms,</div> <div>Download submitted forms for up to 30 days after submission</div> </div>

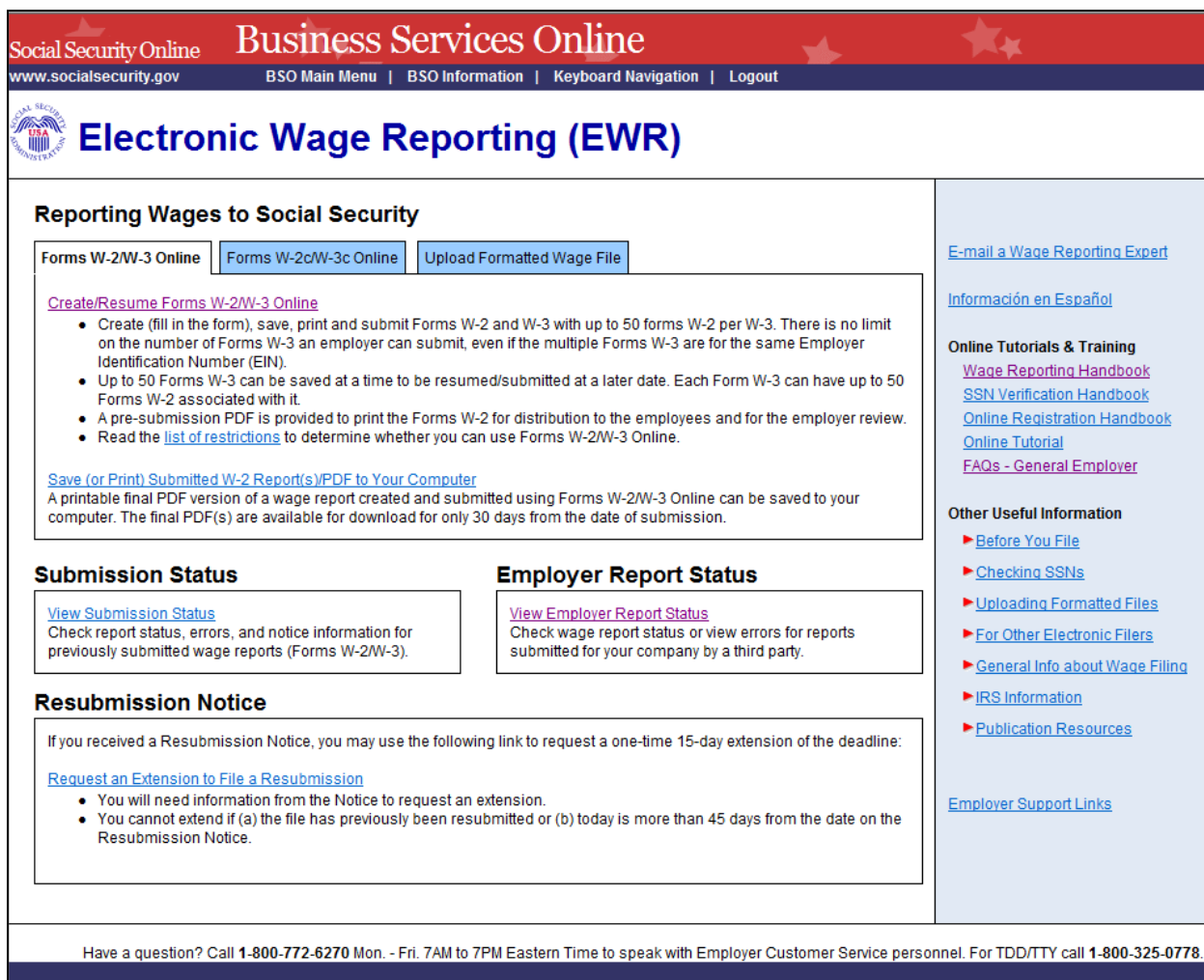
STEP 5: Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

<div> <div>Social Security Online</div> <div>www.socialsecurity.gov</div> </div> <div> <div>Business Services Online</div> <div>BSO Main Menu BSO Information Keyboard Navigation Logout</div> </div>	
<div>  <div>Wage Reporting Attestation</div> </div>	<div> <div>User Certification for Electronic Wage Reporting</div> <div> <p>I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.</p> <p>By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.</p> <div> <div>I Accept</div> <div>I DO NOT Accept</div> </div> </div> </div>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the [EWR home](#) page.

To return to the BSO “[Main Menu](#)” page, select the **I DO NOT Accept** button.



Social Security Online Business Services Online
www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)
Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[FAQs - General Employer](#)

Other Useful Information
[▶ Before You File](#)
[▶ Checking SSNs](#)
[▶ Uploading Formatted Files](#)
[▶ For Other Electronic Filers](#)
[▶ General Info about Wage Filing](#)
[▶ IRS Information](#)
[▶ Publication Resources](#)

[Employer Support Links](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 7: On the EWR home page:

Forms W-2/W-3 Online tab is default.

Select the **Create/Resume Forms W-2/W-3 Online** link. If there are no unsubmitted reports, the system displays the “[Before You Create Your Form\(s\) W-2/W-3](#)” page. If there are unsubmitted Forms W-2/W-3, the system displays the Forms W-2/W-3 Online “[Unsubmitted Reports](#)” page.

You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.

Social Security Online **Electronic Wage Reporting (EWR)**

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Unsubmitted Reports

You have 23 saved reports that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

		Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date	Tax Year
Edit	Delete	X	129970141	0	07-23-2013	11-20-2013	2013
Edit	Delete	X	129970141	0	07-24-2013	11-21-2013	2013
Edit	Delete	X	129970141	0	07-24-2013	11-21-2013	2013
Edit	Delete	X	129970141	1	07-25-2013	11-22-2013	2013
Edit	Delete	X	129970141	0	07-25-2013	11-22-2013	2013
Edit	Delete	X	129970141	1	07-30-2013	11-27-2013	2013
Edit	Delete	X	129970141	1	07-31-2013	11-28-2013	2013
Edit	Delete	X	129970141	1	07-31-2013	11-28-2013	2013
Edit	Delete	X	129970141	0	08-02-2013	11-30-2013	2013
Edit	Delete	X	129970141	1	08-02-2013	11-30-2013	2013
Edit	Delete	X	129970141	1	08-05-2013	12-03-2013	2012
Edit	Delete	X	129970141	0	08-14-2013	12-12-2013	2013
Edit	Delete	FDS	129970141	1	08-19-2013	12-17-2013	2012
Edit	Delete	X	129970141	0	08-29-2013	12-27-2013	2013
Edit	Delete	X	129970141	0	08-29-2013	12-27-2013	2013
Edit	Delete	X	129970141	1	08-29-2013	12-27-2013	2013
Edit	Delete	X	129970141	1	08-30-2013	12-28-2013	2013
Edit	Delete	X	129970141	4	09-03-2013	01-01-2014	2013
Edit	Delete	X	129970141	1	09-05-2013	01-03-2014	2013
Edit	Delete	ASDE	129970141	1	09-05-2013	01-03-2014	2012
Edit	Delete	X	129970141	1	09-05-2013	01-03-2014	2013
Edit	Delete	X	129970141	2	09-05-2013	01-03-2014	2013
Edit	Delete	X	129970141	1	09-10-2013	01-08-2014	2013

[Cancel](#)
[Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: On the Unsubmitted Reports page:

Select the **Start a New Report** button. The system displays the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Select **Edit** link or the Employer Name link to go to the “[W-2 List for this Submission](#)” page.

Select the **Delete** link to delete an unsubmitted report. The “[Are you sure you want to delete the unsubmitted report?](#)” page will be displayed.

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Before You Create Your Form(s) W-2/W-3

Please answer the following questions:

▶ Please select the Tax Year:

▶ For whom are you filing?

▶ Please enter the EIN:

▶ Please select the type of W-2 Form (Regular or Territorial):

▶ Have you received a Reconciliation Letter? ☐ YES

I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)

If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?
- Are you filing a W-2 with no entries in boxes 1-7 or boxes 9-12?

☐ Yes, one or more of these situations apply to this wage report.

Warning: Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 9: On the Before You Create Your Form(s) W-2/W-3 page:

Provide correct information related to Tax Year, company name, EIN and the type of W-2 Form you are creating. If you received a Reconciliation Letter, select the check box.

If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “[Employer Information for this Wage Report](#)” page.

If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “[W-2 Online Restrictions](#)” page.

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: 1 Employer Information 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 Save PDF

1 Employer Information for this Wage Report

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

* Employer Name: X

* EIN: 129970141

* Country: United States

Address Line 1:

Address Line 2:

* City: C

* State Abbreviation (for U.S.)(Province): MD

* ZIP/Postal Code: 21211 ZIP Ext. (U.S. only):

Contact Person for this Submission

* Name: MAC REQUEST

* E-mail: MARK.KOCH@SSA.GOV

* Phone: 4107212379 Ext:

Fax:

Contact Person for this Employer

* Name:

* E-mail:

* Phone: Ext:

Fax:

Other Information

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

* Kind of Payer:

Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

- ☐ 941 (Regular)
- ☐ Household Employer
- ☐ 943 (Agriculture)
- ☐ 944 (Regular)
- ☐ CT-1 (Railroad)
- ☐ Medicare Government Employer (For Government Employers only)

Kind of Employer

Select the Kind of Employer that best describes your situation.

* Kind of Employer:

- ☐ Federal Government
- ☐ Tax Exempt Employer (501c Non-Govt)
- ☐ State and Local Governmental Employer (State/Local Non-501c)
- ☐ State and Local Tax Exempt Employer (State/Local 501c)
- ☐ None Apply
- ☐ Third-party Sick Pay

Cancel
Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: On the Employer Information for this Wage Report page:

Enter or review Employer Information, Contact Person information, Other Information and select the Kind of Payer and the Kind of Employer, then select the **Continue** button to go to the “[Enter W-2 Information](#)” page.

If W-2 reports from last year exist, the system will display these reports.

Social Security Online **Electronic Wage Reporting (EWR)**

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Steps: ① **Employer Information** ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

① Employer Information for this Wage Report (X)

W-2 Reports from last year exist which may be used for prefiling data for this year's reports. To use these reports, select one of the WFIDs below, otherwise select **Continue**.

Reports Available: 31

WFID	Date Submitted	# of W-2s
BBF577	04-22-2013	1
BBF086	01-30-2013	1
BBC980	10-16-2012	1
BBD605	11-08-2012	1
BBD820	11-26-2012	1
BBD819	11-26-2012	1
BBD827	11-26-2012	1
BBD927	12-19-2012	1
BBF059	01-23-2013	2
BBF032	01-17-2013	1
BBF060	01-23-2013	1
BBF087	01-30-2013	1
BBF349	03-05-2013	4
BBG854	07-26-2013	2
BBF578	04-22-2013	4
BBG541	07-15-2013	1
BBG542	07-15-2013	1
BBG543	07-15-2013	1
BBG546	07-15-2013	1
BBG545	07-15-2013	1
BBG548	07-15-2013	1

[Cancel](#)
[Continue >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

The user can choose to use these reports for Data Assist purpose by selecting one of the WFIDs to go to the [W-2\(s\) Available for WFID XXXXXX](#) page or choose to create a new W-2 by selecting **Continue** button to go to the “[Enter W-2 Information](#)” page.

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Administration

Page 8

Social Security Online **Electronic Wage Reporting (EWR)**
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Forms W-2/W-3 Online

Steps: ① Employer Information ② **Form(s) W-2** ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

② W-2(s) Available for WFID KVV907 (TEST INC)
 Please select W-2s for prefill this year's W-2s.

of W-2(s) Available: 1

Select All	Name	SSN
<input type="checkbox"/>	SRINI, DAMA	XXX-XX-1234

Cancel << Previous Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 11: On the W-2(s) Available for WFID XXXXXX page:

Select W-2(s) for prefill this year's W-2(s), and then select the **Continue** button to go to the "[W-2 List for this Submission](#)" page.

Select the **Previous** button to return to the "[Employer Information for this Wage Report](#)" (with W-2 reports) page.

Select the **Cancel** button to return to the [EWR home](#) page.


Social Security Online **Electronic Wage Reporting (EWR)**
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Forms W-2/W-3 Online


Steps: ① Employer Information ② Form(s) W-2 ③ **W-2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2 List for this Submission (TEST INC)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

The Status column displaying a  symbol indicates that the form has been prefilled and is not completed. To complete a form, please select a name.

Form(s) W-2 Entered: 1


Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	DAMA, SRINI	XXX-XX-1234	-	Delete



Total \$0.00

Save and Quit Edit Employer Information Start a New W-2 >> Continue to W-3 Preview >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 12: On the W-2 List for this Submission page:

The Status column displaying a  symbol indicates that the form has been prefilled and not completed. To complete a form, please select a name to go to the "[Enter W-2 Information](#)" page.

When all prefilled forms are completed,  will be replaced by .

Social Security Online **Electronic Wage Reporting (EWR)**
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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ **W-2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2 List for this Submission (X)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on 09-11-2013. Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	SDF_SDF	XXX-XX-1231	\$10.00	Delete
Total				\$10.00	

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2 >>](#)
[Continue to W-3 Preview >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Select a name to view and edit the W-2 data.

Select the **Delete** link to delete the W-2. When you select the delete link, “[Are you sure you want to delete this W-2](#)” page will be displayed for your assistance.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

Select the **Edit Employer Information** button to go to the “[Employer Information for this Wage Report](#)” page.

Select the **Start a New W-2** button to go to the “[Enter W-2 Information](#)” page.

Select the **Continue to W-3 Preview** button to go to the “[W-3 Preview for this Submission](#)” page. If one of the prefilled forms has not been completed, the **Continue to W-3 Preview** button will not be active.

Social Security Online Electronic Wage Reporting (EWR)					
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout					
Forms W-2/W-3 Online					
Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF					
② Enter W-2 Information					
You are currently working on W-2 number: 1 of 50.					
Fields marked with an asterisk (*) MUST be completed.					
a * Employee's social security number		For official use only OMB No. 1545-0008			
b Employer identification number 53 - 0090868		1 Wages, tips, other compensation \$		2 Federal income tax withheld \$	
c Employer's name, address, and ZIP code GH KH, MD 21211		3 Social security wages \$		4 Social security tax withheld \$	
		5 Medicare wages and tips \$		6 Medicare tax withheld \$	
		7 Social security tips \$		8 Allocated tips \$	
d Control number		9 Not Applicable		10 Dependent care benefits \$	
e Employee's first name, middle initial, last name and suffix * First: Middle: * Last: Suffix:		11 Nonqualified plans Section 457 distributions or contributions \$ Not section 457 distributions or contributions \$		12a Code: \$	
f Employee's address * Country: United States Address line 1: Address line 2: * City: U.S. address or a foreign address * State/Province: * ZIP/Postal code: ZIP Ext. (U.S. only):		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b Code: \$	
		14 Other Description(1): Amount(1): \$ Description(2): Amount(2): \$ Description(3): Amount(3): \$		12c Code: \$ 12d Code: \$	
15 Employer's State ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
	\$	\$	\$	\$	
	\$	\$	\$	\$	
Save and Create a New W-2 >>		Save and Go to Next W-2 >>		Save and Go to W-2 List >>	
Cancel Changes		Delete this W-2			
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.					

STEP 13: On the Enter W-2 Information page:

Select the **Save and Create a New W-2** button to save this W-2 information and create a new W-2. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.


Select the **Save and Go to Next W-2** button to save this W-2 information and edit next W-2 on the W-2 List for this Submission page. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.

Select the **Save and Go to W-2 List** button when you finish creating or editing W-2s to go to the “[W-2 List for this Submission](#)” page.

*You can enter a maximum of fifty W-2s. The number of the current W-2 is displayed at the top of the “Enter W-2 Information” page. When entering your fiftieth W-2, the system will no longer display the **Save and Create a New W-2** button.*

Select the **Cancel Changes** button to discard changes made to this W-2 and go to the “[W-2 List for this Submission](#)” page.

Select the **Delete this W-2** button: If the form has been saved previously, the system will display the “[Are you sure you want to delete this W-2](#)” page; If the form has not been saved previously, the system will display the “[W-2 List for this Submission](#)” page.

Social Security Online Electronic Wage Reporting (EWR)			
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout			
 Forms W-2/W-3 Online			
Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF			
④ W-3 Preview for this Submission			
Ensure that the information on your Form(s) W-2 for this employer reconciles with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service. To edit this data, please Return to W-2 List and select the W-2 you need to edit.			
a Control number For official use only OMB No. 1545-0008			
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$4,587.00	2 Federal income tax withheld \$1.00
Kind of employer Federal Government		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
c Total number of forms W-2 2	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 53-0090868		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code ASD F, MD 21211		9 Advance EIC payments \$0.00	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00
		13 For third-party sick pay use only	12b Not Applicable
		14 Income tax withheld by payer of third-party sick pay \$ 0.00	
h Other EIN used this year		Note: The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity. You must check here to confirm these are the totals you want to show on this Form W-3. I Agree <input type="checkbox"/>	
15 State Employer's state ID number MD 1341WW		16 State wages, tips, etc. \$ 23.00	17 State income tax \$ 2.30
		18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00
Contact person DQTV TEST		Telephone number 4105556666	
E-mail address BRYAN.LYONS@SSA.GOV		Fax number	
<input type="button" value="Save and Quit"/>		<input type="button" value="Return to W-2 List"/> <input type="button" value="Continue >>"/>	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.			

STEP 14: On the W-3 Preview for this Submission page:

The totals displayed in Boxes 16, 17, 18, and 19 are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals and select the **I Agree** check box to continue. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Select the **Continue** button to go to the [“Print Unsubmitted Form\(s\) W-2/W-3 for Review”](#) page.

Select the **Return to W-2 List** button to return to the [“W-2 List for this Submission”](#) page.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, [“Are you sure you want to save and exit W-2 Online”](#)

[without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the 'Forms W-2/W-3 Online' interface. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below this is a navigation bar with links: 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2/W-3 Online'. A progress bar shows steps 1 through 8, with step 5 'Print & Review' highlighted. The current step is '5 Print Unsubmitted Form(s) W-2/W-3 for Review'. It contains a list of instructions: print the PDF, give copies to employees, return to the W-2 list if changes are needed, proceed to 'Sign & Submit' if accurate, and check IRS deadlines. A section titled 'Your Unsubmitted Copy' shows a message that the work is saved and provides a link to 'Print Unsubmitted W2/W3 257091742.tmp', along with links for 'What's in this PDF?' and 'Problems Printing Form(s) W-2?'. At the bottom are buttons for 'Save and Quit', '<< Return to W-2 List', and 'Continue >>'. A footer note provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 15: On the Print Unsubmitted Form(s) W-2/W-3 for Review page:

Select the **Continue** button to go to the “[Sign and Submit](#)” page.

Select the **Return to W-2 List** button to return to the “[W-2 List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “[Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the 'Sign and Submit' step of the EWR process. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below it, a navigation bar includes links like 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2/W-3 Online'. A progress bar shows steps 1 through 8, with step 6 'Sign & Submit' highlighted. The main content area contains a declaration box with the text: 'Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the "Submit this Wage Report" button, I affirm that the above statement is true.' Below this is a checkbox labeled 'I, BRYAN LYONS, read and agree with the above.' and a note: 'Note: You are only attesting to the accuracy of this information.' At the bottom, there are three buttons: 'Save and Quit', '<< Previous', and 'Submit this Wage Report >>'. A footnote states: '* Once you submit this wage report electronically, do not send any paper forms to SSA.' A footer at the very bottom provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 16: On the Sign and Submit page:

Select the check box to attest to the accuracy of the report and select the **Submit This Wage Report Correction** button to submit your wage report correction. The system will display the [“Confirmation Receipt - Your File Was Received”](#) page with a pop-up window.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report correction to SSA. When you select this button, [“Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA”](#) page will be displayed for your assistance.

Select the **Previous** button to return to the [“Print Unsubmitted Form\(s\) W-2 for Review”](#) page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit **⑦ Submission Confirmation** ⑧ Save PDF

⑦ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **BBJ568**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

Do not mail us any paper Form(s) W-2 or W-3.

Your Receipt

Employer: X	Employer EIN: 12-9970141
Tax year: 2013	Payer type: 941 - Regular
Received on: 09/11/2013 03:15 PM Eastern Time	Form type: W-2

Received:	1 Form W-2	
Total wages:	\$10.00	Federal income tax withheld: \$0.00
Social security wages:	\$0.00	Social security tax withheld: \$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld: \$0.00

What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Print and distribute** the Form(s) W-2 to your employees if you have not already done so.

Do not mail us any paper Form(s) W-2 or W-3.

What to Expect

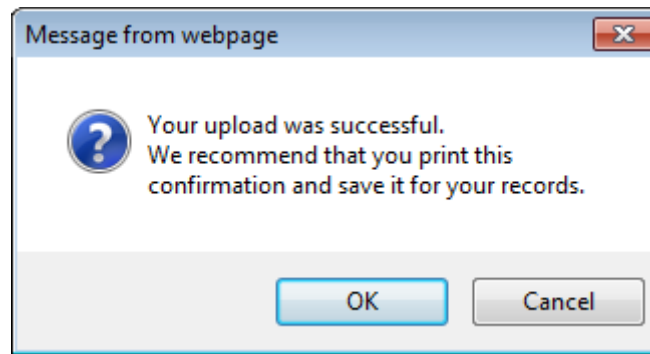
- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Print this Page

Go to Save Official PDF >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 17: On the pop-up window:



Select the **OK** button to print the “[Confirmation Receipt - Your File Was Received](#)” page.

Select the **Cancel** button to close the pop-up window.

STEP 18: On the [Confirmation Receipt – Your File Was Received](#) page:

Select the **Print this Page** button to print the confirmation page.

Select the **Go to Save Official PDF** button to go to the [Save PDF](#) page.

Your wage file will be available for you to review under your BSO account until the date displayed on your “Save PDF” page.

Social Security Online
www.socialsecurity.gov

Electronic Wage Reporting (EWR)
[EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ **Save PDF**

⑧ Save PDF

- Save the official PDF file below to your hard drive so that you can reference it later.
- Once you have closed this session, the file will only be available for 30 days. Saving it to your hard drive will allow you to reference it later.

Save Your Official Copy

Important: Save an official copy of the submitted file on your computer

Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.

This file will be available online until 10-11-2013.

To save the file below to your hard drive, please right click the file name and use the "Save Target As ..." option.

[BBJ568.pdf \(Final\)](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

! Do not mail us any paper Form(s) W-2 or W-3.

[EWR Home](#)
[View Unsubmitted Reports](#)
[Start a New Report](#)

In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 19: On the Save PDF page:

Right click the file name (<filename.pdf>) to view or save the submitted report.

Select the **Start a New Report** button to return to the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Select the **View Unsubmitted Reports** button to go to the “[Unsubmitted Reports](#)” page.

Select the **EWR Home** button to go to the [EWR home](#) page.

LESSON 2: DOWNLOAD SUBMITTED REPORTS

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.

Submitted wage report files are available for 30 days or until December 31, whichever comes first.

STEP 1: Select the **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** link under the Forms W-2/W-3 Online tab on EWR home page. The system displays the “Download Submitted Reports” page.

Social Security Online Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Download Submitted Reports

To view, save or print reports submitted to SSA, please right click the report name and use the "Save Target As ..." option. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2?](#)
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 76

WFID	Date Submitted
BBD590.pdf	11-05-2012
BBD604.pdf	11-08-2012
BBD605.pdf	11-08-2012
BBD819.pdf	11-26-2012
BBD820.pdf	11-26-2012
BBD827.pdf	11-26-2012
BBG549.pdf	07-15-2013
BBG854.pdf	07-26-2013
BBG855.pdf	07-30-2013
BBG864.pdf	07-30-2013
BBJ367.pdf	08-12-2013
BBJ568.pdf	09-11-2013

[Quit](#) [Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 2: Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- Select **Save Target As** to download the report onto your computer.
- Select **Open in New Window** to view the file.

Note: Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at <http://www.adobe.com>.

Note: If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.


Select the **Quit** button to return to the [EWR home](#) page.

Select the **Start a New Report** button to proceed to the “[Before You Create Your Form\(s\) W-2/W-3](#)” page.

Appendix: Other Pages


1. Are You Sure You Want to Delete this W-2 Page

If a user selects the “Delete This W-2” button on the “[Enter W-2 Information](#)” page, the system shall display the “Are you sure you want to delete this W-2” Page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 Forms W-2/W-3 Online							
Are you sure you want to delete this W-2?							
<table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>This will take you back to the W-2 List for this Submission page.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.	<input type="button" value="No"/>	This will take you back to the W-2 List for this Submission page.
Options							
<input type="button" value="Yes"/>	Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.						
<input type="button" value="No"/>	This will take you back to the W-2 List for this Submission page.						
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.							

2. Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA Page

If a user selects the “Save and Quit” button on the “[W-2 List for this Submission \(ABC Limited\)](#)” page, “[W-3 Preview for this Submission](#)” page, the “[Print Unsubmitted Form\(s\) W-2/W-3 for Review](#)” page or on the “[Sign and Submit](#)” page, the system shall display the “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” Page.

Social Security Online Electronic Wage Reporting (EWR)							
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 Forms W-2/W-3 Online							
Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?							
<table border="1"> <thead> <tr> <th colspan="2">Options</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Yes"/></td> <td>Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>Continue working on this wage report.</td> </tr> </tbody> </table>		Options		<input type="button" value="Yes"/>	Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.	<input type="button" value="No"/>	Continue working on this wage report.
Options							
<input type="button" value="Yes"/>	Your employer information and Forms W-2VI will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.						
<input type="button" value="No"/>	Continue working on this wage report.						
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.							

3. Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects the “Delete” button on the “[Unsubmitted Reports](#)” page, the system shall display the “Are you sure you want to delete the unsubmitted report?” page.

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout



Forms W-2/W-3 Online

Are you sure you want to delete the unsubmitted report?


Options	
Yes	Your unsubmitted wage report will be deleted.
No	You will be sent back to the Unsubmitted Reports page.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

4. W-2 Online Restrictions Page

Users can access “W-2 Online Restrictions” page by selecting the “Continue” button on the “[Before Your Create Your Form\(s\) W-2/W-3](#)” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

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Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout



Forms W-2/W-3 Online

W-2 Online Restrictions

According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.

You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.

EWR Home Page

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.